



Meeting Date	1/31/2007	Time	10:00 – 12:00
Location	Germantown CXXI 3220; call in 866-919-7299; passcode 6255248		
Meeting Title	BPR Reimbursable Work Group		
Facilitator	Lois Coleman		

Members and Invited Guests

(Y = present; N = not present)

Member Name	Organization		E-mail
Lois Coleman	Finance Office	Y	
Cynthia Rich	Finance Office	Y	
Mark StClair	Finance Office	Y	
Kathy Bruchey	Finance Office	N	
Brenda Hernandez	NMFS	Y	
Dawn DiFiore	NMFS	Y	
Herbert Callands	NWS	N	
Debbie Hoffman	NWS	Y	
Carmen Solis	NOS	Y	
Bruce Jackson	NOS	Y	
Paul Johnson	OAR	N	
Steve Musser	OAR	N	
Sharon Schroeder	OAR	N	
Andrea Moore	OAR	N	
Alicia Taylor	NESDIS	Y	
Gerald Thomas	NMAO	Y	
Malcolm Orr	OGC	Y	
Thomas Santymire	Budget Office	N	
Pam Williams	CMFD	Y	
Valda Ferrell-Evans	CMFD	N	
Sharon Glover	BIS	N	
Guest Name	Organization	✓	E-mail
Lisa Weibel	BIS		
Tiyo Fonte	NMFS		

Agenda:

1. Training requirements – Debby Kay, Tim Goodspeed
2. Waivers of overheads, advances – Malcolm Orr
3. Model Templates – Bruce Johnson/Malcolm Orr
4. Legislation – Bruce Johnson/Malcolm Orr
5. COSA NOSA – Herb Callands

Minutes:

1. Debby Kay and Tim Goodspeed discussed core competencies and training requirements for reimbursable analysts. Debby and Tim are part of the Transition Management Team who are looking at core competencies and training requirements for budget execution roles.
2. Malcolm Orr prepared guidance on waiving overheads and advances on reimbursable projects, which is being reviewed in the OGC. Malcolm will present the guidance at the next meeting on Feb. 14 if the OGC review is complete.
Malcolm said that NOAA must charge full cost if the legislation authorizing the reimbursable requires it. Some legislation does not require full cost recovery so NOAA would be able to waive full cost. Malcolm agreed to annotate the list of legislation with those which require full cost and those which do not. Economy Act, Special Studies and Intergovernmental Studies require full cost recovery.
3. Bruce Jackson presented the format for a "NOAA Generic Reimbursable Agreement – Incoming Funds." The format contains the minimum amount of information necessary for OGC to review the agreement. If an agreement doesn't fit the format, preparers should consult the OGC website for additional formats. Bruce will incorporate the comments from the Group for approval at the next meeting.
4. Bruce Jackson presented a list of legislation prepared by OGC in a letter to the Honorable James L. Connaughton dated December 15, 2006. The authorities, which allow DOC to receive funding from third parties, are included in the list. (See #2 above)
5. Herb Callands provided a brief overview of the CasaNosa which is used by NESDIS as a repository for their reimbursable agreements. The Group agreed the CasaNosa may be the model for a NOAA-wide repository. Further discussion of CasaNosa is deferred until June, 2007.
6. The Group discussed funding requirements of Appropriation Law and agreed the Group would benefit from OGC training. Lois Coleman agreed to prepare a request for training if Group members will provide the number of staff requiring training, availability dates and required course content.

The next meeting will be:	Wednesday February 14, 2007, 10:00-11:30
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